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ABSTRACT

This booklet discusses issues important to organizing a gymnastics meet. Section 1 discusses meet procedures and duties in four separate categories: considerations affecting the decision to host a meet; duties or activities which must be completed to produce a meet; activities conducted during the meet; and post-meet responsibilities. Section 2 defines terminology used in a gymnastics meet, and section 3 includes samples of a variety of forms which may be used to communicate with participants, obtain judges, and gather and summarize information necessary for meet operation. (JMK)

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Administration of Gymnastics Meets

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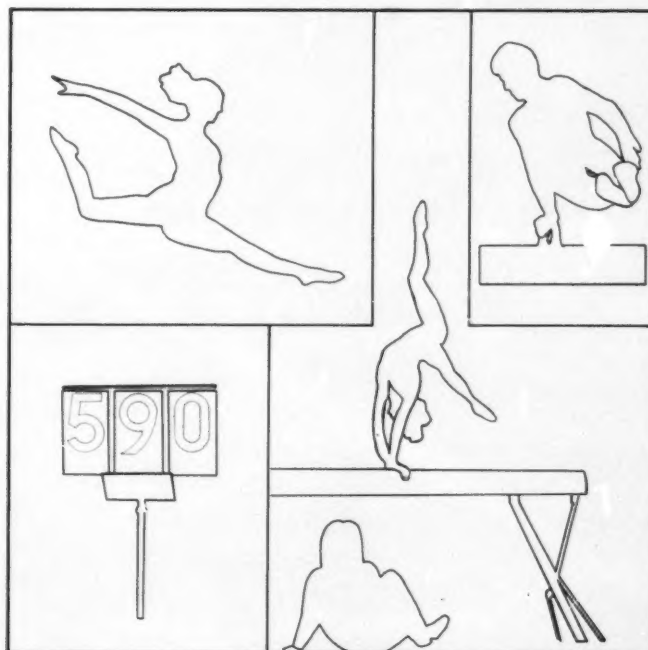
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A HANDBOOK
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AND COACHES

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Purposes of the American Alliance For Health, Physical Education, Recreation and Dance

The American Alliance is an educational organization, structured for the purposes of supporting, encouraging, and providing assistance to member groups and their personnel throughout the nation as they seek to initiate, develop, and conduct programs in health, leisure, and movement-related activities for the enrichment of human life.

Alliance objectives include:

1. Professional growth and development—to support, encourage, and provide guidance in the development and conduct of programs in health, leisure, and movement-related activities which are based on the needs, interests, and inherent capacities of the individual in today's society.
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Bylaws, Article III

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Foreword

The time, care, and energy spent in preparing for a gymnastics meet will have its reward in the efficiency with which the meet is run, and in the satisfaction of those who participate in it. The numerous details involved must be handled in an orderly manner to avoid confusion and costly oversights. The meet organizers and sponsors owe it to the competitors, coaches, and spectators to ensure that preparations have been made which provide the basis for an effectively run meet. It is the intent of this book to assist any individual or individuals who may be responsible for producing a meet to make the meet a positive and meaningful experience to the participants, while also making their tasks less difficult.

The authors would like to thank Mr. Raleigh Wilson (Wyoming School of Gymnastics, Laramie, Wyoming), Mr. Al Sanders (Head Gymnastics Coach of the women's gymnastics team, Washington State University), and Ms. Dianne Ritchie (Assistant Gymnastics Coach of the women's gymnastics team, Washington State University) for their assistance in helping us keep the information and materials included in this book as current as possible.

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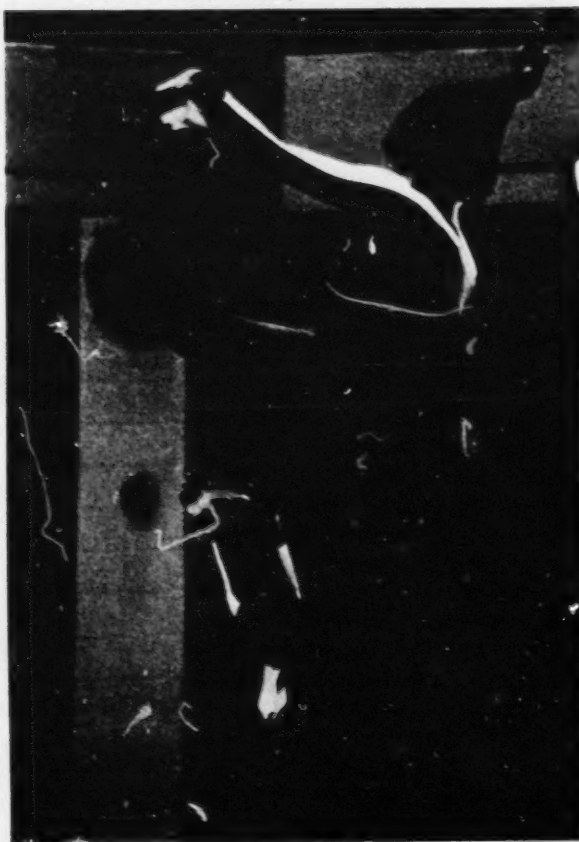
If sufficient funding is not available, alternative sources of revenue are necessary. Local support may be sought through advertising, local sports organizations, and private contributions. An admission charge for spectators may also be considered if expense requirements dictate. All solicitations of funds should be within the guidelines of the organization sponsoring the meet. For example, a sanctioned high school meet would not be allowed support from solicited funds, but support may be requested from the high school activities' association. While the USGF may assist with deficits incurred for meets sponsored, the meet director is responsible for a specific accounting of income and expenses.

Income and Expenses

Account items should be established for both expense and income so that the meet director can forecast and document the financial requirements for hosting a meet.

Items for expense. Expense considerations include the following:

- A. Rental cost of meet site facilities.
- B. Rental cost of gymnastic equipment.
- C. Officials' fees and expenses including
 - 1. Judges' fees.
 - 2. Support personnel fees (head scorer, announcer, trainer).



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- 3. Travel fees.
- 4. Lodging and accommodations.
- 5. Meals, snacks, and drinks for coaches, judges, and other personnel.
- D. Printing expenses, including
 - 1. Tickets.
 - 2. Programs.
 - 3. Advertising flyers and posters.
 - 4. Score sheets.
 (In the high school setting, printing expenses can be defrayed by using the assistance of subject matter areas such as art or vocational education.)
- E. Publicity, including
 - 1. Newspapers.
 - 2. Radio.
 - 3. Magazines.
 - 4. Posters.
 - 5. Signs.
- F. Secretarial work and related expenses, including
 - 1. Telephone calls.
 - 2. Mailing costs.
 - 3. Meet forms.
 - 4. Duplication of materials.
- G. Awards for the competitors. (For appropriate meets, expenses can be defrayed by making ribbons, plaques, or awards instead of using commercial resources). (Be sure to consider guidelines or spending limitations imposed by the organization sanctioning the meet).
- H. Services to carry out the meet, including
 - 1. Locker room personnel.
 - 2. Setting up of the facility.
 - 3. Clean-up.
- I. Medical personnel, if required.
- J. Miscellaneous expenses (things that only happen to you!).
- K. Police or supervisory personnel.

Items for income. Sources that may produce income to defray meet costs, include the following:

- A. Entry fees for individuals and teams (some organizations have set guidelines for fees).
- B. Sponsors, local businesses, and organizations.
- C. Ticket sales. (Some monies may be derived from ticket sales, but ticket prices should not be prohibitive in order to produce income.)
- D. Program sales.
- E. Souvenir sales.
- F. Refreshment sales. (In some instances souvenir or refreshment concessions may be handled by a concessionaire and a percentage of sales received by the school or organization. In interscholastic and intercollegiate settings, school or campus groups often subcontract concession services).

Equipment Requirements

Providing appropriate equipment for the meet is the responsibility of the individual(s) hosting that meet. Equipment requirements can vary according to the size of the meet and the sanctioning organization. Competitive equipment for women includes the uneven parallel bars, balance beam, side horse for vaulting, and floor exercise mat or spring floor. In addition, landing mats, running strips, vaulting boards, and chalk trays must be provided. The minimum competitive equipment requirement for a meet includes one piece of each apparatus, as long as practice requirements and competitive requirements do not conflict. If a separate practice area is required, because of meet size and format, two pieces of each apparatus should be available: one for the practice area; one for competitive use. When determining if it is appropriate to host a meet, confirmation of the availability of adequate equipment or the potential to make it available is important and should be carefully considered.

Selection of a Meet Director

The meet director should be energetic and outgoing, with good organizational skills. A knowledge of gymnastics is extremely helpful, although not absolutely necessary. The meet director is responsible for all pre-meet duties, running the meet, and post-meet duties (these duties are identified in Chapter 2).

Summary

The items previously discussed should be carefully considered and appropriately resolved in order to ensure an efficient and successful meet. For large, individual meets, the requirements of facilities, funding, equipment, and a meet director should be resolved prior to any commitment to host a meet. When meets are being planned for as part of an interscholastic or intercollegiate season, it is necessary to provide for these requirements, but because of the structure of scheduling they often must be considered after the initial commitment has been made. Scheduling of interscholastic and intercollegiate gymnastic meets is often completed more than a year in advance of the season. It is suggested that any limitations affecting meet scheduling be clearly understood by the athletic director so that commitment for the number and the size of meets to be hosted can be adjusted to be compatible with available space, equipment, personnel, and funding resources.

Activities to Be Completed Prior to the Meet

Once plans have been formalized and a firm commitment to host a meet or participate in a

competitive schedule has been made, pre-meet duties and responsibilities should be undertaken. This section has been organized with the use of a general time-line guide for the execution of meet duties and responsibilities. The four organizational sections are: as soon as possible after meet confirmation; four to six weeks prior to the meet; one week prior to the meet; immediately before the meet. However, in specific situations some adjustment of the time-line may be advantageous and should be done at the discretion of the meet director.

As Soon as Possible after Meet Confirmation

Publicity

The size of the meet will dictate many publicity needs. Large meets might require personnel to be responsible for publicity; at smaller meets, the meet director might make all the necessary publicity arrangements. Intercollegiate or interscholastic competitions may have publicity resources or personnel available through the athletic director's office and/or school structure.

As soon as information about the meet is available, some initial publicity statement should be made. Within a reasonable amount of time prior to the meet, all publicity should clearly communicate the specific information required by those who desire to attend. Generally, the intensity of any publicity campaign should increase as the date of the meet approaches. Since different publicity formats and mediums communicate to different populations, it is necessary to utilize a variety of publicity involvements, including radio announcements, radio and television interviews, newspaper stories and advertisements, and posters or flyers.

Printing

While printing requirements vary from meet to meet, two items which require attention and planning due to a significant time requirement for preparation are tickets and programs. Resources for printing needs can be found through local business outlets, vocational training institutions, and, in the case of interscholastic and intercollegiate competition, within the institution. Selection of a printer should be based on cost, aesthetic considerations, and the ability to meet timetable requirements for the meet.

Tickets. Ticket layout and printing require information regarding spectator seating, admission fees, meet dates, and session times. The individual in charge of tickets should be sure that all meet data is confirmed before any commitment is made to the printing of tickets.

Programs. The printing of programs is up to the discretion of the host team or organization. Commonly, programs include scheduling and order of events, a brief description of the events, a simulated score sheet or list of participants with a space for recording scores, a listing of coaches and officials, and, if appropriate, a brief history of the meet. Advertisements may also be included as a means of revenue.

Although the actual printing of programs is not possible until all of the necessary information relative to meet participants and procedures have been finalized consultation with a printer concerning layout, cover design, and common information, should be done as soon as possible. Since some of the information is relative to participants, final action cannot be taken until registration and other meet preparations have been completed. In spite of this problem, attempting to get printing finalized too close to the date of the meet, often results in unnecessary anxiety, poor printing quality, and possibly the unavailability of required materials.

Confirm Meet Sanction and Meet Rules

Unless it has been indicated in materials received or in discussion with the sponsoring organization relative to hosting a meet, determination of sanctioning requirements is necessary and is the responsibility of the meet director. Some organizations require meet sanctions if the meet is to be used by the gymnasts as a qualifying event for further competition. If a sanction is required, the meet director works directly with a representative of the sponsoring or sanctioning organization. The requirements of sanctioning should be clearly identified and understood since any errors in meeting sanctioning requirements can result in penalties imposed on participants.

Arrange for Competitive Equipment

Equipment requirements can vary according to the size of the meet and the sanctioning organization. The meet director should review the rules applicable to the meet being hosted and ensure that appropriate equipment can be secured. Some situations allow for the use of nonregulation or "unofficial" equipment, providing that all participating coaches, as well as the sponsoring organization, agree to the modifications.

Various brands of equipment have different "feels" and when warmup equipment is necessary, it should be the same as the equipment used for competition. Variation between warmup and competitive equipment can contribute to performance errors. If it is not feasible to have two identical sets of equipment, this should be communicated to participating coaches.

Decisions concerning equipment needs are the responsibility of the meet director. They must be

made early to accommodate the lengthy time requirements often occurring when ordering equipment for purchase or complimentary use. Even when equipment is ordered early, it is profitable for the meet director to monitor the source of equipment to be sure that it will be available on site by the meet dates.

Order Awards

If commercial awards are going to be used, they should be ordered as early as possible. For large meets, awards might include trophies for the first three team places, medals for the first three events and all-around places, and ribbons for 4th, 5th, and 6th individual places. For smaller meets, individually designed low cost awards add a nice touch to the meet.

Send Judges' Contracts

The meet director should arrange for judges as far in advance of the meet as possible. Three to four judges are probably necessary for any meet, and for larger meets the number of events run at one time, and the total number of sessions should be considered in determining the number of required judges. Many organizations mandate the minimum number of judges necessary for each event.

It is necessary to have contracts for judges in order to have *maximum assurance* that judges will be present for their judging assignments, as well as be on time. Requirements concerning judging assignments such as length of sessions and number of sessions, in addition to the time of the judges' meeting, should be set forth in the judging contract. (Samples of materials necessary for contracting judges are contained in Chapter 3).

Four to Six Weeks Prior to the Meet

Send Meet Announcement and Entry Forms

At this time, meet announcement and/or entry forms should be sent to potential participants/institutions as determined by the host, or by the organization sanctioning the meet. A meet announcement form will probably be the initial contact with potential entrants and should include information concerning the time and place of the meet, a general description of the competition, and a return sheet for those desiring further information. A meet entry form should include the date and site of the meet, all eligibility information, meet rules, the deadline for receiving entries, entry fee requirements, and basic meet information, including warmup schedules, starting time, and awards. In addition to meet information, the entry form should contain details concerning the location of the meet. Items to consider include

- A. Directions to the meet site.
- B. Motels.

- C. Restaurants.
- D. Travel information.
- E. Parking permits.

(Samples of meet announcement and entry forms are contained in Chapter 3.)

Select and Confirm Meet Personnel

Adequate meet personnel are an absolute necessity for hosting a successful gymnastic meet. Many personnel requirements depend upon the size of the meet and the arrangement of the facility. Potential meet personnel requirements are listed below. Those items marked with an asterisk are essential for all meets.

- A. Gymnast and coach supervisor—checks-in and registers gymnasts, gives out coaches' packets, and answers questions.
- B. Ticket takers and ticket sellers—the number required depends upon the anticipated audience size, the number of doors, and the organization of the facility.
- * C. Scorers—are responsible for computing averages and determining places for each event, as well as tallying scores for all-around competitors. There should be a *minimum* of two scorers: one to record data as it comes in from the events; one to record scores on the master score sheet. For larger meets there should be one scorer per master score sheet and one head scorer to ensure accuracy of the transferring of scores from judges' scoring slips to the master score sheet.
- D. Announcer—functions as the announcer/master of ceremonies, handles opening comments and introductions, instructions, competitive order, scores, etc.
- E. Program sellers.
- F. Concession personnel.
- * G. Flashers—show the audience the score the performer received from a judge or a set of judges. At least one flasher per event is required. If open scoring is used, one per judge is required.
- * H. Runners—must carry scores from the judges to the head judge as well as scores to the scoring table. One runner per event is the minimum. One runner per judge is the best, with the head judge's runner taking all score sheets to the scoring table.
- * I. Timers for beam and floor exercise and bars—are responsible to time the event and give warning signals to competitors at the appropriate times. The timer sits beside the head judge and informs him/her if the routine does not meet event time requirements. Additionally, the timers at the balance beam and uneven parallel bars are responsible for timing falls from the apparatus.

- * J. Floor or equipment manager—directs moving of equipment, adjustment of equipment, and moving the gymnasts from event to event.
- * K. Other personnel—carry out support activities. Tasks that fall into this category include locker room attendants, training or medical assistance, janitorial service, and miscellaneous services which facilitate meet efficiency.

When selecting and assigning meet personnel, the meet director should be certain that the individuals selected are capable of doing the task to which they are assigned. In addition, some tasks require specific inservice training in order to make sure that errors or inefficiency in performance do not detract from the quality of the meet. Inservice training sessions should be held the week of the meet.

Order Meet Supplies

This category includes printed materials and supply items. (Those items marked with an asterisk are essential for all meets.)

- * A. Score sheets.
- * B. Flasher cards or scoring stands.
- * C. Refreshments.
- * D. Chalk.
- * E. Pencils.
- * F. Clipboards.
- * G. Pins.
- * H. Dittos.
- * I. Scratch pads.
- J. Name tags.
- * K. Paper squares for recording scores to be sent to the head scoring table.
- * L. Copy of rules governing the meet, including equipment requirements.
- M. Numbers for gymnasts.

Order Support Equipment

Support equipment necessary to run the meet smoothly includes the items listed below. For dual meets, many of these items are not needed. (Those items marked with an asterisk are essential for all meets.)

- A. Cashbox.
- B. Stamp for hand unless ticket stubs are used.
- * C. Public address system.
- * D. Calculators for scoring tables.
- * E. Staplers for scoring tables.
- * F. Extension cords and combination plugs.
- * G. Record players and/or tape recorders.
- * H. Copy of national anthem and flag.
- I. Color guard.
- * J. Chairs and tables for scorers, registration, judges, P.A., and tape equipment.
- * K. Typewriter for use at head scoring table.
- * L. Flags or lights for stop/go at each event.

- * M. Red cloth or red flag for linesman at floor exercise.
- * N. Whistle or bell for floor exercise and beam.
- * O. Stopwatches for timers at floor and beam and other apparatus.
- * P. First aid materials.
- Q. Award blocks for presentation.

Check and Confirm Meet Supplies, Equipment, and Awards

Although these items have been ordered, it is profitable to check on all necessary items during the weeks or months prior to the meet. Often future inconvenience and frustration can be avoided by confirming that all of these items will be available when needed by meet personnel.

One Week Prior to the Meet

Prepare the Rotation and Schedule of Events for Warm-up and Competition

The scheduling of competitive and warmup rotations cannot be completed until all entries have been received. The meet director should be sure that any rotation is within the guidelines of the sanctioning organization. If no rules are found or modification seems desirable, the meet director is responsible for initiating an appropriate procedure. Any alternate procedure should meet with the consent of all coaches or institutions participating in the meet.

As part of scheduling, the order of performance at each event and rotation of events must be completed. It must be determined if more than one event will be run at a time. If more than one event is to be run at one time the compatibility of event space, for both competitive events and warm-up, must be considered when planning.

The order of performance for teams or individuals is done by completing the draw, a process used to determine the order of performance of competitors during the competition. If seeding is not used it is essential to ensure a random draw. A team or gymnast should not be required to perform first in more than one event (unless it is a dual meet). This can be resolved by a draw for one event and rotating the draw for the other events.

Once the draw and rotation schedule are complete this information should be communicated to the coaches and participants. (For an example of warm-up and competition schedule see Chapter 3; also see the section on activities to be done immediately before the meet).

Plan the Opening Ceremony

An opening ceremony is a complimentary way to begin a meet and set a desirable atmosphere for the competition. A minimum opening ceremony would include an introduction of teams, coaches, meet

officials, and judges, and the national anthem. This ceremony can be more or less a formal activity depending on the size of the meet. For larger meets a formal entrance and presentation of teams in the Olympic style is the usual procedure.

Plan the Awards Ceremony

If acknowledgement for placing will be made or awards are to be presented to participants, either at the conclusion of the meet or at various points during the meet, the space as well as the procedures for presentation, personal requirements, and equipment needs should be considered. The chosen awards ceremony depends upon the size of the meet, requirements of the sanctioning organization, and the preference of the meet director. Appropriate information relative to any ceremony should be given to participants through packet material as well as be discussed at the coaches' meeting. Meet personnel involved should be informed of scheduling information as well as their task assignment for any ceremony.

Plan the Closing Ceremony

Many times a closing ceremony is desired to acknowledge meet officials, judges, participants, and contributors, as well as to give some closure to meet activities. A closing ceremony may include retiring the colors, participant acknowledgement, thank you to judges, spectators, and meet personnel, as well as any final announcements. If a closing ceremony is desired, a format must be determined and appropriately structured. Pertinent information needs to be disseminated to coaches, competitors, and presenters, as well as to any additional meet personnel who may be involved so that they are prepared to participate.

Prepare Registration Packets

The meet director should be sure that all necessary information is included in the registration packets. (Samples of materials appropriate for registration packets are included in Chapter 3). For dual or small meets, some information may not be necessary. (Those items marked by an asterisk are essential for all meets.)

- * A. Identification of competitors (numbers).
- * B. Schedule and competition procedures. (This is gone over during the coaches' meeting.)
- * C. Order of draw (gymnasts' rotation or team rotation).
- * D. Time and place for coaches' meeting.
- E. Name tags for coaches.
- F. Passes.
- G. Parking permits.
- H. Other material which may be of interest to individuals such as souvenirs, city maps or directories, campus map, list of restaurants.

Prepare Judges' Packets

Information and items necessary for judges should be organized in a "judges' packet." (Samples of materials appropriate for judges' packets are included in Chapter 3). In compiling the judges' packet, the following items should be considered. (Those marked by an asterisk are essential for all meets.)

- * A. Identification of competitors.
- * B. Judging sheets.
- * C. Clipboards.
- D. Order of draw (gymnasts' rotation or team rotation).
- E. Schedule of warm-ups and event procedures.
- * F. Time and place for judges' meeting and any special instructions or requirements for judges.
- * G. Pencils (at least two) and scratch paper.
- * H. Judging assignments.
- I. Name tags for judges.
- J. Passes.
- K. Parking permits.
- L. Other material which may be of interest.

Confirm Meet Personnel

The meet director should confirm all personnel for the meet, and emphasize specific time commitments. This procedure avoids situations where individuals have become negligent or "forgotten" that they have made a commitment to work at the meet. Assuming that all meet personnel will be at the meet and on time, often leads to confusion and meet difficulties.

Carry out in-service Training

Some tasks required for running a meet are of vital importance because the accuracy of scores and the placement of competitors depends upon how well personnel function. All individuals whose tasks relate to the communication and recording of scores (flashers, runners, scorers, etc.) need to be prepared to carry out their jobs efficiently. Other support personnel, who may affect the competitive aspect of the meet less directly, but who directly affect the quality of the meet, also need to be adequately trained to function efficiently. Inadequate pre-meet preparation of personnel can only lead to confusion and difficulty during the meet.

Flashers. Flashers should be informed of the type of flashing system to be used for the meet. They should also know where they are to be positioned, the duration of their assignment, and when and how to flash scores.

Runners. Runners should be trained in the exact procedures for getting scores to the head judge and to the scoring table. They should be aware that their position during performance should be next to the judge and not distracting to either the judge or the performer. Additionally, they should know that the



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efficiency of the event depends upon how rapidly they carry out their task. It is very important to give the runners a specific path to follow which will not interfere or detract from other events.

Timers. If support personnel are to be used as timers, they should be trained in reading stopwatches as well as in the signalling procedures to be used in the meet. Inaccuracy in this area will needlessly detract from performances. Be sure and check current rules and procedures of the sanctioning organization.

Scorers. Scorers should be proficient at recording scores. Scoring table personnel have the responsibility of recording scores from judges' slips on the master score sheet. In addition, they must apply meet procedures to indicate places, break ties, and determine team scores. The preparation of materials for future meet use, if finals are being held, as well as distribution of official results to the announcer and other designated individuals, should originate at the head scoring table.

Schedule Time Shifts and Rotation for Scorers, Flashers, and Runners

It is important that all support personnel are scheduled for specific areas and times. Some tasks become boring or tiring and scheduling alleviates loss of efficiency. Having specifically scheduled job

times also assists individuals in being responsible and may alleviate any confusion.

Immediately before the Meet

Set up and Inspect All Meet Equipment

All of the gymnastic equipment to be used in the meet should be set up and ready for use. It is also helpful to check that all other supplies or necessary equipment are available, if not set up. Items to consider include:

- A. Tables and chairs for judges, scorers, runners, gymnasts, coaches, and spectators.
- B. Public address system.
- C. Music systems, including record player, tape recorder, and speakers.
- D. Flash cards for flashers.
- E. Typewriters, calculators, etc.

These items should be in their proper place before the activities directly related to the meet begin.

Post the Meet Schedule

Be sure all schedules of rotation for both warm-up and competition are posted. At small meets this can be directly accomplished through coaches; however, at large meets, schedules should be posted in appropriate places and available in written form for coaches.

Activities Carried out during the Meet

Coaches' Meeting

The coaches' meeting should be held prior to the beginning of competition. It should be carried out efficiently so that coaches can be available to their gymnasts during the pre-meet warm-up. The following activities should be included:

- A. Scratches.
- B. Introduction of judges.
- C. Rule interpretations which apply to the meet.
- D. Explanations of the march-in, awards ceremony, etc.
- E. Information or procedures which they will need to follow in assisting or supporting their competitors.
- F. Procedures for inquiries.

Judges' Meeting

The judges' meeting is held immediately prior to competition. The following items should be included:

- A. Confirmation of judging assignments and review of technical questions regarding the various events.
- B. Passing out judges' packets and additional judging materials.

- C. Discussion and clarification of procedures for handling inquiries by coaches, meet officials, or another judge.

Opening Ceremony

All participants and coaches as well as any meet personnel involved need to be in position and ready to carry out their assignments. If the meet director finds that he/she is too busy to take this responsibility at the beginning of the meet, another individual should be assigned to the task.

Meet

During the meet, the meet director should supervise the running of the events and confirm that:

- A. All meet officials are effectively accomplishing their jobs.
- B. Judges are working efficiently (are they too slow, continually inconsistent, etc.?).
- C. Gymnasts are ready to perform on time.
- D. There is not any interference with events by spectators walking or moving into competitive areas.
- E. All inquiries are appropriately handled and processed.
- F. Scores at the head scoring table are being recorded and tabulated accurately and efficiently.

Awards Ceremony

At the commencement of any awards ceremony, the meet director should check to make certain that plans are being carried out correctly. Although individuals may have been designated to accomplish certain tasks, involvement with meet activities sometimes leads to oversights or the need for assistance. Specifically, it may be appropriate to check to make sure that space and stands are ready, that awards are on the site, that coaches and competitors are aware of the procedures, that an announcer is available and prepared, and that audio equipment is on site and working.

Closing Ceremony

As in the awards ceremony it is important that the meet director confirm that all plans are being carried out. Specifically, it may be appropriate to reconfirm any speakers or presenters, any procedure involving the coaches and competitors, and the availability and preparation of an announcer. It is helpful to make announcements to the spectators during the meet so that they remain for the closing ceremony.



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Post-meet Responsibilities

Once the meet is over, there is still work that must be done. The post-meet responsibilities may be handled by the meet director, host, or other meet personnel. They should, however, be overseen by one person who would be ultimately responsible for the completion of post-meet tasks.

Complete and Distribute Results Sheets

It is important to be sure that final results sheets are distributed to competitors, coaches, and officials. If sheets are not handed out before individuals leave the meet, they should be mailed to all coaches as soon as possible.

Close the Gymnasium

The gymnasium should be closed, making sure that all gymnasts, coaches, and spectators have left the arena.

Return Equipment

All equipment should be returned to its original location immediately after the meet. If equipment cannot be returned due to size, weight, distance, or other circumstances, it should be returned as soon as possible.

Prepare and Send News Releases

The meet director or designated person should report meet information and results to the news media. It is important that information and results be accurate. For this reason it may be most appropriate to prepare a news release.

Prepare Post-meet Reports

Post-meet reports or forms should be completed and mailed to the appropriate individuals or organizations. These reports might include the meet report, financial report, evaluation of judges, and other references or evaluations requested by individuals.

Prepare and Send Acknowledgements

Send a thank you note to all officials. This should be a personal note or letter rather than a form letter.

Carry out a Meet Evaluation

Have a meeting or make contact with meet personnel to evaluate meet format and procedure. Suggestions should be organized in some written form so that they are available for future reference.

Summary

By following these suggested guidelines and using common sense, a new coach and/or meet director should be able to carry out a successful meet, and

adapt any procedures to those goals and objectives. Learn from each meet attended or hosted and incorporate new ideas into your own meet plan. *Always remember* that gymnastics meets are conducted for, and only for, the *gymnasts*.

Terminology²

A.A.U. Amateur Athletic Union of the United States. A national organization involved in the development and administration of sports programs at all levels. Sponsors physical fitness, Junior Olympics, and Masters programs.

Announcer. A person that announces the gymnasts as they are to perform, events as they occur, and the names of the officials.

Average Score. The score that results when the scores that count are averaged.

Competitive Area. The equipment and floor space used during competition.

Draw. It is an unbiased way of determining order of the "line-up" or order of performers.

Flashers. Persons that show the score given a gymnast to the public.

Flashing. Showing the score that a gymnast received to the public by means of numerical cards or electronic systems. There are two systems of flashing. One system requires that individual judges' scores are shown while another system requires that only the average score be flashed to the audience.

Floor Manager. Person responsible for equipment being set up in the correct positions according to official meet specifications.

Gymnast and Coach Supervisor. Person responsible for gymnasts and coaches being at the correct place at the appropriate time. Often the floor manager, the gymnast, and the coach supervisor are the same person.

Head Judge (Superior Judge). A qualified official at each event responsible for the range accuracy of the final scores given each performer and for proper interpretation of the rules.

Head Scoring Table. The place where the official

score sheets are composed and meet officials are centered.

Judge. An individual who evaluates a performer and gives a score for his/her routine.

Line Judge. An official responsible for informing the head judge of zone violations in floor exercises.

Meet Director. An individual responsible for the organization and efficient running of a meet. In small meets the meet director is often the coach hosting the meet although this is *not* recommended since the meet director must respond to requests which should be made from an unbiased position. The following is a list of responsibilities which belong to the meet director and which must be completed either personally or as delegated to other meet personnel.

- A. All pre-meet duties and arrangements.
- B. Day of the meet duties including
 1. Provision for pre-meet warmup schedule including appropriate rotation.
 2. Oversee coaches' meeting.
 3. Oversee judges' meeting.
 4. Carry out or direct an opening ceremony if one has been planned.
 5. Supervise the running of the meet.
- C. Carry out or assign all post-meet duties.

Meet Referee. A certified judge appointed to enforce all regulations governing the conduct and judging of a meet.

N.A.G.W.S./U.S.G.F. Joint Committee. The primary committee which establishes rules and standards for women's gymnastics.

N.C.A.A. National Collegiate Athletic Association. An organization that determines the rules and standards for intercollegiate athletics.

N.F.S.H.S.A. National Federation of State High School Associations. An organization that



Photograph by Rhea Farbman

determines the rules and standards for high school competition at the national level.

Open Scoring. A scoring system where each judge's score is flashed rather than carried in written form to the head judge.

Rotation. The order in which groups or individuals warm up or compete in each event. Also called Order of Competition.

Runners. Individuals that carry score slips from judges to the head judge and from the head judge to the scoring table.

Sanction. A written notice of approval by a governing organization to hold a meet using that organization's name.

Scorers. Trained personnel that record scores given by the judges for each event and for each gymnast.

Scratch Session. A meeting of all coaches and the

meet director before competition begins, to confirm and/or change the list of gymnasts that are competing.

Seeding. Placement of teams in competitive order based upon previous performance and/or rewards.

Session. An established time period for competition. The purpose of a session is to reduce the effects of fatigue on judges and competitors. Most organizations have maximum time limits for each session based on the number of competitors and the number of events.

Timers. Individuals that time the duration of routines and inform the head judges of "time" violations. There are time requirements for balance beam and floor exercise routines. A timer is also required to time falls on the beam and bars.

Samples of ³ Forms

This section includes samples of a variety of forms which may be used to: communicate with participants; obtain judges; gather and summarize information necessary for meet operation. The samples are intended to assist the individual in developing the forms necessary for specific situations. Depending on the size and intent of the meet, some or all of the sample forms will be applicable. Anyone using these samples as a model may desire to make modifications in format and

include information most appropriate for the meet being hosted.

Meet Announcement and Entry Forms

The forms included are samples of the kinds of forms that might be used to announce a meet and gather entry information. Forms are included which might be used for either team or individual entries.

*These forms may be reproduced
whole or part without prior
permission of AAHPERD.*

Sample—Meet Announcement

(Name of Meet)

(Location)

(Date of Meet)

Sponsors:

Any Name High School

Place:

Anyplace, USA

Time:

1:00 p.m. & 7:00 p.m., Friday (Compulsories)

7:00 p.m., Sunday (Finals)

Eligibility:

Competition:

NFSHSA Compulsory, and Optional. (Fill in more specific information if necessary.)

Entry Fee:

None. (Indicate any entry fee requirements if suggested by sponsoring organization.)

Awards:

Trophies for the top three placement winners in each of the four events.

Top three AA winners—Top three teams

Team Scores:

Based on the top four or five scores for each event, depending upon the regulations of the governing body.

Entry Deadline:

March 1, 1983 (midnight postmark).

For further information and entry forms, contact at your earliest convenience:

Meet Director

Address:

Street

City

State

Zip

Phone:

Home

Business

Please mail to my address:

Name

Street

City

State

Zip

Phone

Detailed meet information and entry forms.

____ Coach(es)

____ Individuals

We will travel by

(car, plane, etc.)

Arrival Date and Time:

Sample—Meet Announcement

(Name of Meet)

(Date of Meet)

Sponsors:

Any Name High School

Place:

Anywhere, USA

Times:

Compulsories	Friday	1:00 p.m. (Session I) 7:00 p.m. (Session II)
Optionals	Saturday	1:00 p.m. (Session I) 7:00 p.m. (Session II)
Finals	Sunday	7:00 p.m.
Open Warm-up	Thursday	10:00 a.m.-10:00 p.m.
	Place	Any Name High School Gymnasium

Eligibility Requirements:

These should meet the requirements of the sponsoring organization.

Eligibility:

For certain meets, i.e., state or regional, there may be qualification requirements. This information may be obtained from the sanctioning organization.

Team Competition:

Fees:

Individual entry	\$ 5.00 per competitor, per event.
Team entry	\$10.00 (additional to individual entry).

Awards:

First three in the four individual events—trophy (4–6 ribbons). First three in all-around—trophy (4–6 ribbons). First three teams—trophy.

Entry Deadline:

March 1, 1983.

Order of Events:

Four events will be run simultaneously in Olympic order of rotation (vaulting, bars, beam, floor).

Finals:

(If held.) Top six competitors of each event based on the total of the compulsory and optional score achieved. Competitor's order determined by drawing from 4, 5, 6 and from 1, 2, 3 places.

Music:

Piano, cassette, tape recorder, and record player available. Contestants may use own equipment. Each contestant is required to furnish his/her tape (excellent quality recording) to sound system manager with contestant's number and name recorded on the cassette.

Equipment:

Vault _____	(make)	Spring Board(s) _____	(make)
Bars _____	"	Safety Mats _____	"
Beam _____	"	Piano _____	"

Warmup equipment is identical to meet equipment. It is available at all times in the warmup gym (when possible or applicable to your gym setting).

Warm-up during the meet:

One hour before the meet and during the 15-minute intermission. Warm up for two events at one time.

Registration:

Each competitor and coach will receive a packet of detailed information on the meet.

Tickets:

Students—\$2.00 per session.

Adults—\$3.00 per session.

Children under 12 and senior citizens—\$1.00 per session.

Contact for mail order: _____

Check to be payable: _____

Housing:

(If appropriate to your meet.) Hotels in close distance with address, phone, and rates.

Things you need to mail:

- a. Coach's entry form.
- b. Individual entry forms (if applicable to the meet and size).
- c. Enclosures.
- d. Fee (check).

Enclosures:

(If appropriate to your meet.)

Entry forms	Coach and individual.
Map of city	Marked meet site and motel headquarters.
Map of state	Marked for car travellers.
Parking permit	If required.

Sample—Team Entry Form

(Name of Meet)

(Date of Meet)

Mailed by the coach no later than March 1, 1983 (midnight, late entries not accepted).

Mail to: _____
Name Address

Home _____ Business _____
Phone

Name of Coach: _____ Home Phone: _____

Address: Home _____ Business _____

Team's Name: _____

Enclosures: Photos _____ Individual Entry Forms _____
(You may wish to add or subtract from the list of enclosures.)

Fees: (Check) Individual \$ _____ Team \$ _____ Total \$ _____
Entry fees are not refundable!

Will arrive:
Date _____ Time _____ Transportation _____

Will need transportation for _____ persons.

Team and Individual Listings

	Name (last) (first)	Birth Date	Qualifying Score	Individual Entry	Team Entry
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____

Total
Entries _____

Date _____ Signature _____

Sample—Individual Entry Form and Data Sheet

(Name of Meet)

(Date of Meet)

Sponsors:

Anyschool High School

Place:

Anywhere, USA

Individual Entry Form

This entry form is to be filled in by the individual competitor and mailed in by his/her coach by March 1, 1983, midnight.

Name of Competitor: _____
Last First

Club or Organization: _____

Date of Birth: _____ **Home Phone:** _____

Home Address: _____

Coach's Name: _____
Last First

School Name: _____ **Year:** _____

Home Town Newspaper: 1. _____

2. _____

Hobbies: _____ **Major Field of Study:** _____

Achievement in Gymnastics, 19 _____

1. _____

2. _____

3. _____

Eligibility Score (AA): _____ **Meet:** _____ **Date:** _____

Athlete's Release:

Upon receipt of my entry into the competition held at Anyschool High School, I release Anyschool High School, the sanctioning organization and all officials of this competition from all claims of damage or injury suffered by me in connection with, or entry in this meet. This includes my heirs who may not act on my behalf.

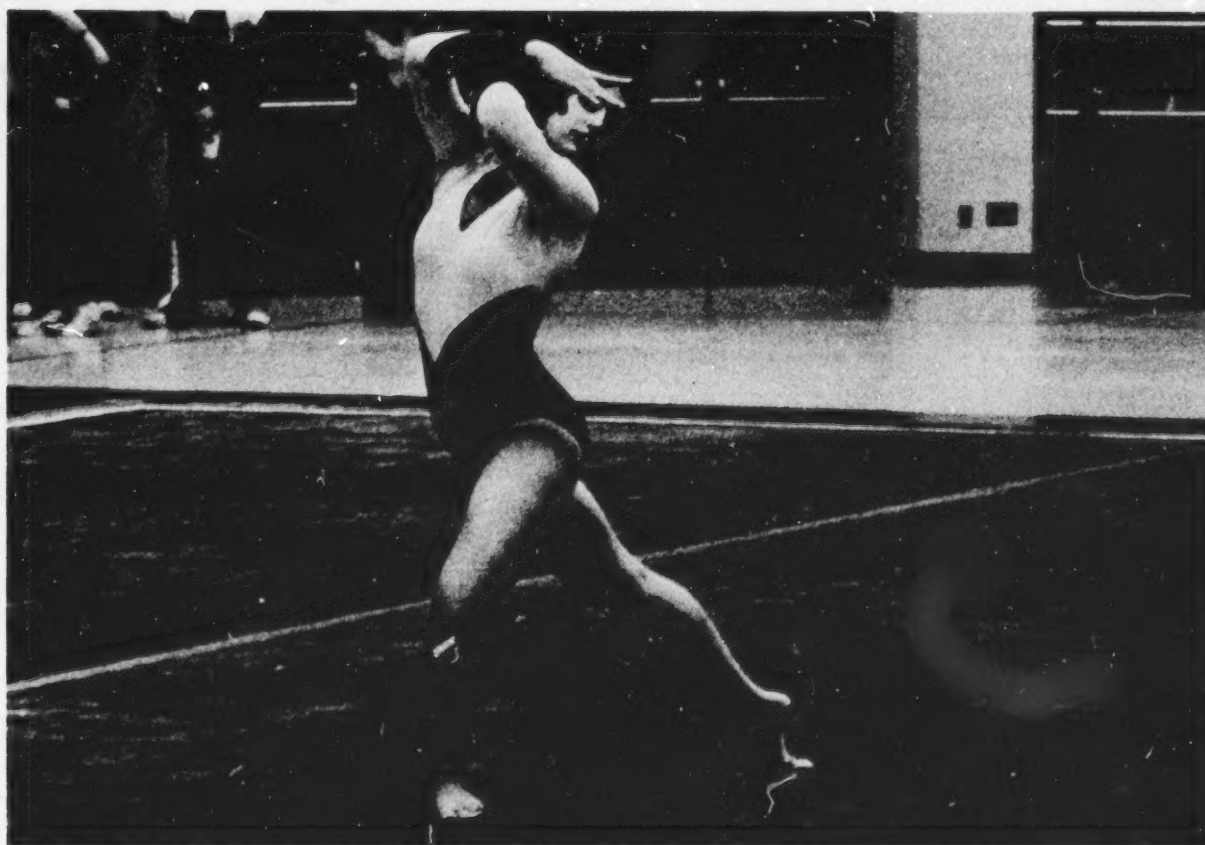
Parent or Guardian's Signature

Contestant's Signature

Judging and Recording Forms

The forms included are suggested in order to assist the meet director in making contact with officials and receiving a firm commitment from those individuals and keeping accurate records of the competitors' scores. When contracting judges, it is courteous and

professional for both the meet director and the officials to have specific knowledge about, and commitment to, the judging assignment. When recording meet data at the scoring tables it is helpful in reducing errors and improving efficiency if prepared forms are provided for the scorers.



Photograph by Rhea Farberman

Sample—Letter to Prospective Judges

Date _____

Dear (use judge's name, it is more personal):

On behalf of Anyname High School, I would like to extend to you our invitation to serve as a judge at the

(Name of Meet)

(Location)

(Date of Meet)

You need to arrive in order to attend the first judges' meeting scheduled for (date and time) and be available for the (description of time when services are required).

Upon acceptance of this assignment, please fill out one copy of the contract and return it to the indicated address.

Sincerely yours,

Name, Title, Address

Enclosures: Contracts (2)

I am accepting, by my signature on this contract, the invitation of Anyname High School to serve as a judge for (name of meet, sessions, and dates). I commit myself to arrive at Anyname High School, Anywhere, USA, by (date and time required by meet sponsor).

I shall receive a check for Anyname High School on (date payment will be made to judge) for:

- 1) per diem (hotel—food, \$50.00 daily);
- 2) fee for judging on (date)—total of four or five sessions;
- 3) transportation to and from Anyname
Air—tourist class
Car—12 cents per mile, but not exceeding the cost of tourist
air fare.

I will be judging Compulsory/Optional in vault, bars, beam, and floor (circle the appropriate judging assignment).

My address to forward my airplane ticket is:

I understand that rooms are reserved for me at the Anyname Motel (address and phone number). However, I am responsible for arranging for the person who will share the accommodations with me and notifying the motel of my arrangements. If I desire other accommodations I understand that I am responsible for any charges over the per diem.

Return to: Name and full address of coach including telephone number of person responsible for processing contracts.

Before: _____

Sample—Judge's Recording Forms or Scratch Sheets

Most judges will use their own forms, depending upon personal preference. If you desire or are required to have forms available, check with the sanctioning organization for the most current forms and judging procedures. The following sample is for formatting purposes only.

Uneven Bars ☐	Beam ☐	Floor ☐
Gymnast #: _____		Scratch
Value Parts: (3.0)		
A's, B's, C's		
Bonus: (.5)		
Risk		
RV, OV		
Combinations: (2.5)		
Composition		
Space-Direction		
Tempo-Rhythm		
Execution—Virtuosity: (4.0)		
Neutral Deductions:		
Final Score:		
Judge #: _____		

Sample—Judge's Slips to Record Each Performer's Score

It is necessary to provide small recording slips which each judge uses to record a performer's score. These slips are then collected by the "runner" and taken first to the head judge, and finally to the score table, where they are recorded on the master score sheet. It is helpful to make each event's slip a different color.

<i>Vaulting</i>		<i>Unevens</i>	
Judge # _____		Judge # _____	
Competitor # _____		Competitor # _____	
Vault #1	Vault #2		
Score	_____	Score	_____
<i>Beam</i>		<i>Floor Exercise</i>	
Judge # _____		Judge # _____	
Competitor # _____		Competitor # _____	
Score		Score _____	

Sample—Master Score Sheet

Date _____

Place _____

Time _____

Judges' Names: _____

Judges' Ratings: _____

	Team:	JUDGES						Avg.	Event Score Running Score	Team:	JUDGES						Avg.	Event Score Running Score
		*	1	2	3	4					*	1	2	3	4			
		V																
UB																		
BB																		
FX																		
Final Team Score									Final Team Score									
AA																		
V																		
UB																		
BB																		
FX																		
Tot																		

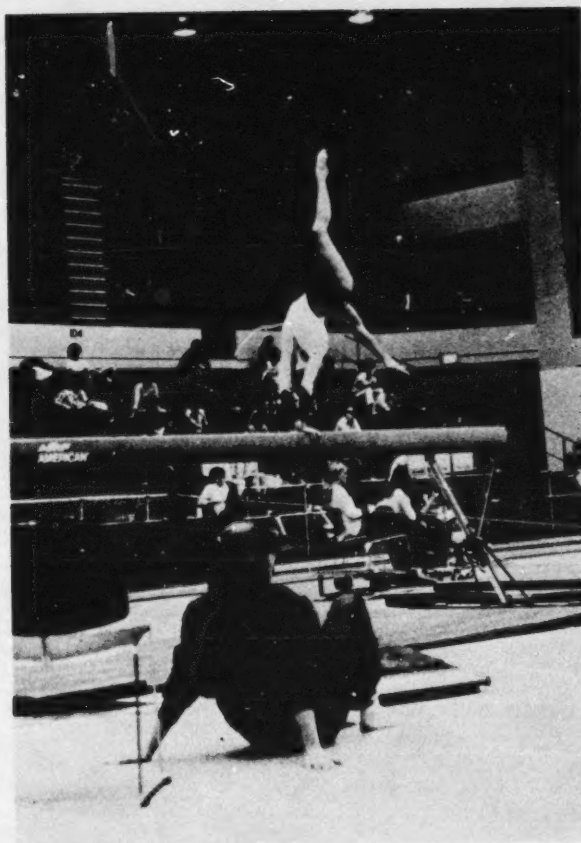
Coach's Signature _____

Coach's Signature _____

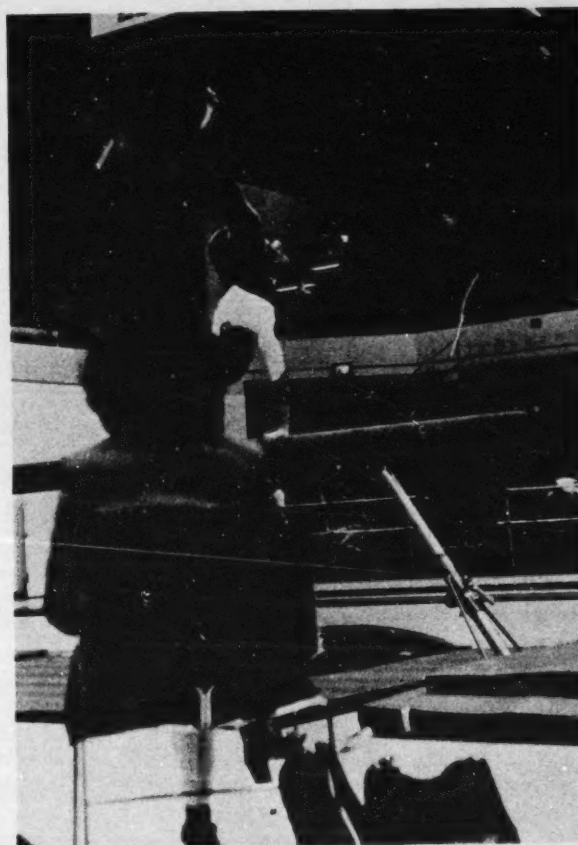
Registration and Judges' Packet Materials

The sample forms included indicate the kinds of information provided in registration and judging

packets. There will be great variation in forms depending upon the size and structure of the meet. It is important to incorporate any forms which will facilitate the communication of necessary information, or assist judges and participants in performing efficiently.



Photograph by Rhea Farberman



Photograph by Rhea Farberman

Sample—List of Competitors

Entry List

(Name of Meet)

(Date of Meet)

(Location)

Name	Comp. No.	School or Affil.	Coach	Other Information that May Be Desired
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List all competitors in alphabetical order with competitor's number.

Sample—Order of Competitors' Form

(Name of Meet)

(Date of Meet)

Order of Competitors

Compulsories/Optionals

(Time & Date)

Vaulting		Bars	
Team A	Score	Team C	Score
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
4. _____	_____	4. _____	_____
etc. _____	_____	etc. _____	_____
Team B	Score	Team D	Score
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
4. _____	_____	4. _____	_____
etc. _____	_____	etc. _____	_____

Sample—Judges' Assignments Sheets

(Name of Meet)

(Date of Meet)

Judge's Assignment (Preliminaries or Finals)

Vaulting		Beam	
Name	Name		
1. _____	1. _____		
2. _____	2. _____		
3. _____	3. _____		
4. _____	4. _____		
5. _____	5. _____		

Bars		Floor Ex.	
Name	Name		
1. _____	1. _____		
2. _____	2. _____		
3. _____	3. _____		
4. _____	4. _____		
5. _____	5. _____		

Sample—Rotation for Warm-ups and Competition

(Name of Meet)

(Date of Meet)

Warm-up and Competitive Rotation

	Vault	Bars	Beam	Floor
Round 1:	Team 1	Team 2	Team 3	Team 4
Round 2:	Team 4	Team 1	Team 2	Team 3
Round 3:	Team 3	Team 4	Team 1	Team 2
Round 4:	Team 2	Team 3	Team 4	Team 1

Sample—Schedule and Competition Procedures

(Name of Meet)

Schedule and Competition Procedures

Judges' Meeting: (Give location and time.)

Coaches' Meeting: (Give location and time.)

Opening Ceremonies: Opening ceremonies may be formal (as indicated here) or informal. The type of opening ceremony will depend on the meet size and purpose.

Time: Line up in an area adjacent to competitive area. Single file, in order of the events, (a designated "host" should lead the competition into the competitive area). Gymnasts are followed by the judges. (Coaches may march in following the judges.)

Time: Introduction of competitors, coaches, judges, and officials. (Format can be as desired by meet director.)

Welcoming Address: (Fill in necessary information.)

National Anthem

Competition: (Competition procedures can be formal with complete directions as indicated in the example or less formal if specific procedures do not seem necessary.)

Each competitor has been assigned a competitive number which is enclosed in this packet. This number must be presented to the superior judge and to all judges prior to the performance. While not competing, please remain seated. All events are simultaneous. If one event is completed earlier than the others, please remain seated. Teams will change stations, marching together to music to the next event in Olympic style (a three-minute warm-up on each event for each team, prior to competing for that event). After the completion of the first two events, march to the next station, then break for the twenty-minute warm-up.

At the completion of the last performance, the groups will leave the arena in the same line-up as they used to march in.

At the completion of the Friday evening session, unofficial results from both sessions will be available one hour after the last performance, at the officials' table and at the desk at the headquarter's motel.

Finals: Top six finalists for vaulting, bars, beam, and floor exercise will march in before their event, in order of competition.

Awards: Awards for events will be presented at the completion of the succeeding event. (Horse vaulting after the uneven bar event is completed.) Awards are given out by:

Vault	_____	(Name)
Bars	_____	"
Beam	_____	"
Floor Ex.	_____	"

All contestants and teams need to wear leotards and/or warm-ups, and footwear to receive the awards (should not be in street clothing). Award procedures can vary according to the size and purpose of the meet.

The announcer will announce:

1. Performing _____ (Name)
2. Getting ready _____ "
3. Waiting _____ "

The order of competition is included in this packet. It is the competitor's responsibility to know when he/she is up at any event. Participants should not depend on the announcer or coach. Since four events are conducted at once, an announcement will be made.

Be sure to keep your number with you for the entire meet.

Passes: Each competitor and coach must carry their pass in order to enter into the arena. This is included in your packet. Enter through the door indicated.

Non-competing Gymnasts: Please use *only* the assigned section reserved for you. This section is marked "Gymnasts."

Music:

Pianists—pianists may practice in the twenty-minute intermission and during warm-ups. Please divide the time equally.

Tapes and Recording—this section should include how tapes and records can be used; meet requirements and procedures should be determined by the meet director.

Dressing Room: The dressing room is located _____. Any valuables should be checked with the dressing room manager. The meet hosts will not be responsible for any lost articles.

Parking: Behind the gymnasium arena. (Be sure to use a parking sticker, if required.)

Coaches: Coffee and refreshments are available in the coaches' and judges' room. If coaches desire information concerning gymnast's scores after the final scores have been flashed, please give the gymnast's number and name, written on a paper, to the person in charge of the event score. (Do not go to the scoring table.)

Judges: After your event is concluded remain in your seat until the end of the session. Coffee and refreshments are available in the coaches' and judges' room. Please be sure to sign and record your number, and the number of the competitor, on the appropriate slip.

Sample—Inquiry Sheet

Score Inquiry Sheet

Name of Competitor _____ # _____
Name of Coach _____ Club _____
Event _____ Score Average _____
Superior Judge Score _____ or Meet Referee _____
JUDGE#1 _____
JUDGE#2 _____
JUDGE#3 _____
JUDGE#4 _____

Other pertinent data obtained from superior judge or meet referee

The purpose of a score inquiry is to clarify why an average score resulted. You may only ask: was difficulty correctly determined; was there any mistake in computing the score or average scores; were there any errors.

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